

FILED: *forms*

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FORMS STOCK REPLENISHMENT (Reprint Review) PROCEDURE
RECORDS MANAGEMENT DIVISION

1. Logistics Office, Supply Division, Supply Operations Branch, Stock Management Section (LO/SD/SOB/SMS).

Prepares Sec. I of a 5-part set, Form No. 30a, Form Stock Replenishment Notice, Coordination and Approval Record. Attaches 1 copy of latest available edition of form to be reprinted. Files Part 5 in suspense (60 days for specialty-type, 90 days for non-specialty-type forms) and forwards balance of set to FMB. If reply is not received during suspense period automatically procures a 6 months supply (if a specialty-type form) or a 3 months supply (if a non-specialty-type form).

2. Forms Management Branch, Records Management Staff, Management Staff (FMB/RMS/MGT/S).

Reviews. Completes Sec. IV without referral to OPI provided records indicate form is obsolete or should not be procured at this time; otherwise, completes Sec. II, ascertaining that latest edition of form is attached, withdraws Part 4 for suspense, and flags Form 2 (Visi-record card file) with red visible index signal (indicative that reprint review is in process). Files part 4 in suspense (30 days) and forwards balance of set to OPI. If reply is not received during suspense period, contacts OPI by telephone and attempts to expedite reply. Every effort will be made to get an OPI comment prior to procuring a reduced supply of forms.

3. Office of Primary Interest (OPI)

Reviews and coordinates. Completes Sec. III, withdraws Part 3 for file and returns rest of set to FMB. Automatically destroys file of Form 30a's when form becomes obsolete.

4. Forms Management Branch, Records Management Staff, Management Staff (FMB/RMS/MGT/S)

Reviews and analyzes OPI's recommendations. Coordinates further if advisable. Completes Sec. IV, withdrawing Part 1 for the Official Forms File, and returns Part 2 to LO/SD/SOB/SMS via LO/PSD. Destroys Part 4 (suspense) and removes red signal from Form 2 file.

5. Logistics Office, Printing Services Division (LO/PSD).

Based on complexity of job, quantity, security, and current workload conditions, predetermines place and method of production, i.e., routing to Agency facilities, GPO, commercial, etc. and so notes on Sec. II, Part 2. Forwards Part 2 of 30a and form sample to LO/SD/SOB/SMS for preparation of necessary paperwork.

6. Logistics Office, Supply Division, Supply Operations Branch, Stock Management Section (LO/SD/SOB/SMS).

Upon receipt of Part 2, prepares procurement documents or takes other appropriate action in conformance with data contained in Sections III and IV. Removes Part 5 from suspense, posts additional appropriate data from Part 2 and files in SOCS File. Forwards Part 2, along with the procurement documents, to either Logistics Office, Procurement Division (LO/PD) or Logistics Office, Printing Services Division (LO/PSD) as evidence of FMB approval and LO/PSD predetermination of production source and method.

7. Logistics Office, Printing Services Division (LO/PSD) or Procurement Division (PD).

Completes additional required paperwork and procures forms to replenish stocks. Files part 2 of Form 30a with copy of procurement documents as evidence of authority to produce. Coordinates any additional information as required. Forwards delivery dates.